

## **Appendix A: HAP TRANSPORTATION STUDENT BUS RIDER GUIDELINE**

Dear Parent/Guardian,

A safe school bus ride to and from school is the result of all students/parents/guardians understanding and practicing a few simple school bus safety rules. It is important and helpful if parents work with the school and school district in teaching your children these rules.

If your child is suspended from transportation, this suspension includes field trips and athletic events as well as regular transportation to and from school. Your child will be required to complete a school bus safety program to insure that he/she knows and understands

- Bus riding is a privilege, not a right and it can be taken away.
- District policies for student conduct and school bus safety.
- Safe, appropriate conduct while on the school bus.
- The danger zone surrounding the school bus.
- Procedures for safely boarding or leaving the school bus.
- Procedures for Safe Street or road crossing.
- School bus evacuation and other emergency procedures.

### **While waiting for the school bus students are expected to:**

- Arrive at the stop FIVE minute as before the school bus is scheduled to arrive. The school bus driver is not allowed to wait for late students, nor will the bus be sent back for late students who miss the bus.
- Stay back from the curb. Do not play on neighbor's property, or hang from their trees.
- When you see the school bus coming down the street, line up in a single file line or wait for directions for the bus driver before crossing the street. Cross ten feet in front of the school bus. No pushing or shoving while boarding the school bus.

### **On the school bus:**

- Always hold the handrail as you board, the stairs may be slippery. Find a seat on the school bus and sit facing forward. Always keep your books and backpack on your lap.
- Opening, closing, or adjusting of window will only be done with the permission of the school bus driver. Never put your arms or hands, or extend any object out the window of the school bus.

### **Always Follow the Bus Driver's Instructions:**

- Keep the noise level down while riding the school bus. Remain seated while the school bus is in motion.

- Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.
- Respect others and their personal property.
- Students are responsible for vandalism and will be responsible for restitution to the school district.

My child and I have discussed this brochure and understand that if a child fails to conduct himself/herself in a safe manner; this may result in the loss of this student's bus riding privilege.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_

## **Consequences for Unacceptable Behavior**

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into class I, II, III offenses, depending on the severity of the incident. The consequences to be applied are:

### **Class I offenses (Most serious Offenses)**

1. First Offense: Grades 4-12 and Second Offense Grades K-3:
  - a. Loss of bus service for the remainder of the school year or 120 days whichever is longer.
2. First Offense: Grades K-3 Loss of bus service for 30 days and parent conference.

### **Class II Offenses (serious)**

1. First offense:
  - a. Written warning and 1-5 day suspension of transportation privileges and written notification of parent/guardian.
2. Second Offense:
  - a. 3-5 day suspension of transportation privileges and parent conference.
3. Third Offense:
  - a. 10 day suspension of transportation privileges and parent conference.
4. Fourth Offense:
  - a. 30 day suspension of transportation privileges and parent conference.
5. Fifth Offense:
  - a. Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer.

### **Class III Offenses**

1. First offense:
  - a. Conference with principal and written notification of Parent/guardian.
2. Second Offense:
  - a. Written warning or 1-5 day suspension of Transportation privileges, written notification of Parent/guardian, and in building disciplinary consequences if no suspension of transportation privileges.
3. Third Offense:
  - a. 3-5 day suspension of transportation privileges and parent conference.
4. Fourth Offense:
  - a. 10 day suspension of transportation privileges and parent conference.
5. Fifth Offense:
  - a. 30 day suspension of transportation privileges and parent conference.
6. Sixth Offense:

- a. Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer.

**In considering applications of penalties, principals may consider incidents of unacceptable student conduct, which have occurred, in previous school years.**